

ILLEGIB

## ROUTING AND TRANSMITTAL SLIP

6/3/85

| TO: (Name, office symbol, room number, building, Agency/Post) |           | Initials | Date |
|---|-----------|----------|------|
| 1.  | C/HOME/OL |          |      |
| 2.  |           |          |      |
| 3.  |           |          |      |
| 4.  |           |          |      |
| 5.  |           |          |      |

| Action        | File                 | Note and Return  |
|---------------|----------------------|------------------|
| Approval      | For Clearance        | Per Conversation |
| As Requested  | For Correction       | Prepare Reply    |
| Circulate XXX | For Your Information | See Me           |
| Comment       | Investigate          | Signature        |
| Coordination  | Justify              |                  |

REMARKS

cc: D/LOGISTICS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

| FROM: (Name, office symbol, room number, building, Agency/Post) | Room No.—Bldg. |
|---|----------------|
|   |                |
|   | Phone No.      |

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

\* GPO: 1983 O - 381-529 (232)

STAT

## Guest Services, Inc.

DD/A Registry

85-1646/2

Vice President's Office

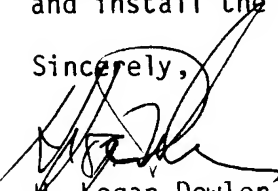
May 24, 1985

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Fitzwater:

Thank you for your letter of May 20. We will proceed with the method for screening the beverage counter that you indicated you prefer. Our first step is to develop more complete specifications and to seek estimates of construction costs. If those costs as projected are excessive for the short lifespan contemplated before the facility is remodeled, I will get back to you with that information. Otherwise you can assume that we will pursue funding of the remodeling with the General Services Administration contract equipment reserve fund and will construct and install the sliding doors as soon as possible.

Sincerely,



H. Logan Dowler  
Vice President

cc: S. J. DiMeglio  
H. E. Jackson

3055 Prosperity Avenue • Fairfax, Virginia 22031-2290 • (703) 849-9300

Central Intelligence Agency



Washington, D. C. 20505

20 MAY 1985

85-1646/1

45 - 1

Mr. H. Logan Dowler  
Vice President, Operations Group  
Guest Services, Incorporated  
3055 Prosperity Avenue  
Fairfax, Virginia 22031-2290

Dear Mr. Dowler:

Thank you for sending the two suggestions for screening the supplies stored under the beverage counter at the South Cafeteria. Of the two methods, the sliding door seems the more practical solution because it will allow the counter person to clear and serve the items from behind the counter.

As you and Mr. DiMeglio are aware, we plan an extensive renovation of the serving area within two years. If the cost estimates for this concealment become excessive for a short useful life, I recommend that the idea be tabled.

Sincerely,

/s/ Harry

Harry E. Fitzwater  
Deputy Director  
for  
Administration

Distribution:

Orig - Addee  
2 - DDA  
1 - D/L Chrono  
1 - OL/Files  
2 - OL/HOME

OL/HOME [redacted] (16 May 85)  
OL/HOME [redacted] (Retyped 17 May 85)

STAT

DD/A Registry

85-1646/R

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

GSI Memo - Screening Behind the Counter Material

FROM:

C/HOME/OL *WIL*  
3E-14 Hqs.

EXTENSION

NO.

OL-10086-85

DATE

17 May 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. *EO/*DDA  
7D-24 Hqs.

17 MAY 1985

*EW*2. *DDA*

20 MAY 1985

*[Signature]*

3.

4.

5.

6.

7.

8.

9.

10.

11.

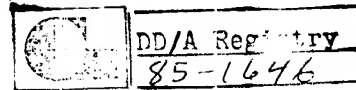
12.

13.

14.

15.

## Guest Services, Inc.



8-66 163

ATTACH

REFERENCE

Vice President's Office

April 29, 1985

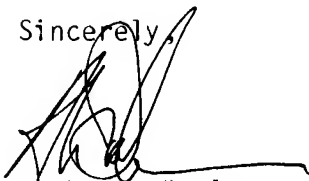
Mr. Harry Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Fitzwater:

I am writing to you on behalf of Mr. DiMeglio who is out of town for several days. In a recent meeting you and he discussed devising a means of screening from customer view, the "under" and behind-the counter equipment and supplies of the center beverage island of the south serving square. We have engaged Cini Grissom Associates (CGA) to conceptually give us solutions to the problem. They have suggested two means of proceeding, one is to simply enclose the rear of all the counters with cabinet doors, adding storage shelves inside the cabinets as necessary; the second is to construct a visual barrier 32" high attached to the counter top, essentially behind most of the countertop equipment. Both ideas obviously have advantages and disadvantages. If you can give us your opinion on the way you would like to proceed, we will then finalize designs and seek approval to design, fund, and build from the General Services Administration.

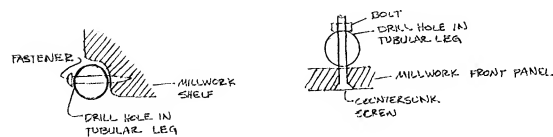
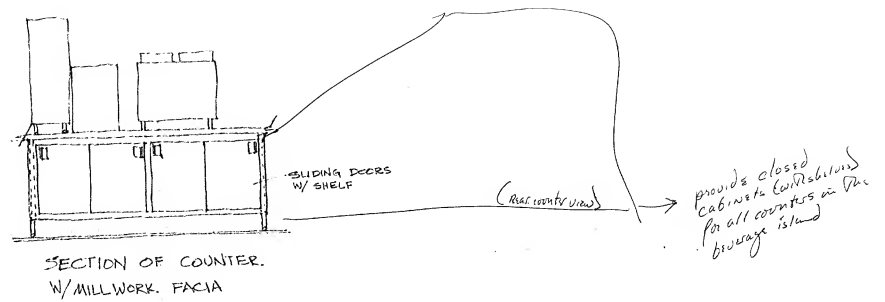
If I or others on my staff can answer any questions concerning the design ideas and the project, please call me.

Sincerely,

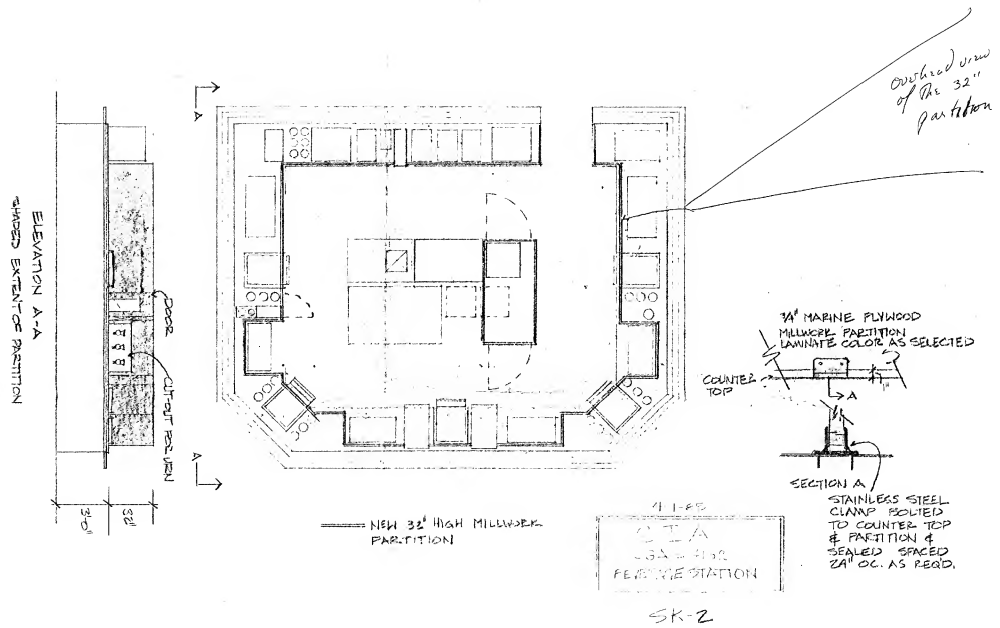


H. Logan Dowler  
Vice President  
Operations Group

3055 Prosperity Avenue • Fairfax, Virginia 22031-2290 • (703) 849-9300



CIA COUNTER DETAILS  
CINI - GRISSCH ASSOC [SK] 2-25-85



DDA SUBJECT FILE COPY

85-1646

ILLEGIB

## ROUTING AND TRANSMITTAL SLIP

Date

3 MAY 1985

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. Director of Logistics

2.

3.

4.

5.

| Action       | File                 | Note and Return  |
|--------------|----------------------|------------------|
| Approval     | For Clearance        | Per Conversation |
| As Requested | For Correction       | Prepare Reply    |
| Circulate    | For Your Information | See Me           |
| Comment      | Investigate          | Signature        |
| Coordination | Justify              |                  |

## REMARKS

1. For Action.

Suspense: 17 May 1985

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clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EO/DDA

Phone No.

5041-102

\* U.S.G.P.O.: 1963 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206